



## **Land Transport Authority ( LTA)**

### **Job Descriptions**

<b><u>Job Title</u></b>	<b><u>Job Grade</u></b>	<b><u>Job Number</u></b>
Manager – Road Operations Division	Level 2	RO01

<b><u>Location of Job</u></b>	<b><u>Number of Employees in Division</u></b>
LTA Office – Vaitele	about 12

#### **Overall Purpose of the Job**

To lead and manage road maintenance and construction operations performed by contractors and consultants ensuring cost effectiveness and to be delivered within prescribed timelines, and in compliance with approved road quality and safety, and traffic engineering.

#### **Reports to:**

The General Manager for the effective and efficient strategic leadership and management of the Road Operations Division to ensure the achievement and sustainability of the LTA's business goals and objectives.

#### **Duties and Responsibilities**

- 1 Lead and manage all construction and maintenance of the LTA National Road Programme, including Emergency Response, in addition to ensuring that LTA is resourced adequately to achieve its Corporate Plan goals and objectives .
- 2 If and when needed, manage the performance of a Network Management Consultant ensuring cost effective delivery of agreed services and that all obligations to the LTA are met.
- 3 Review and report on the performance of all awarded construction and maintenance contracts (including supervision contracts).
- 4 Develop and implement procedures to achieve quality control assurances for road construction and road maintenance works.
- 5 Develop and implement a dispute resolution framework with land owners as well as with contractors to effectively manage penalties, variations and remedial actions.
- 6 Manage the laboratory testing services to ensure contractors comply with prescribed construction and maintenance quality and standards.

- 7 Manage and facilitate the road safety and traffic engineering operations of the LTA ensuring a safe and efficient road network.
- 8 Monitor, review and advise on the Division's agreed outputs and targets against contract budget, contract cash flow forecasts and variations in accordance with prevailing procedures and reporting systems.
- 9 Lead and co-ordinate the development of performance targets and indicators in consultations with the other LTA Managers to ensure effective monitoring against objectives and strategies in the Corporate Plan, Strategic Annual Management Plan and the Annual Budget.
- 10 Develop in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment.
- 11 Develop, customize and implement a capability building strategy for Divisional employees so that they understand their roles and contributions to agreed LTA priorities and respond positively to internal customers.
- 12 Work collaboratively with the IT Manager to ensure the accuracy of personnel record for better planning.
- 13 Represent the GM in Government committees and any other duty as directed.

**Special Requirements of Job**

Eg tools and equipments used, external contracts, furniture, vehicles etc.

**Wage/Salary**

\$80,000 per annum.

**Bonus**

**Prepared by**

General Manager

**Date**

19 November 2008

**Competencies**

Leadership

Strategy

People Management

Goals and Achievements

Planning and Implementation

Policy and Regulatory Metrics

Holding Others Accountable

Relationship with external constituencies

Financial Accountability

Flexible/common sense

Integrity

### **Selection Criteria**

1. A degree with majors in civil engineering or equivalent from a recognized tertiary Institution. (Essential)
2. At least 3 years of experience at a senior management level. (Essential)
3. Three years of relevant experience in road construction. (Essential)
4. Demonstrated ability to perform critical analysis and initiate Operational policy interventions and provide strategic advice to the General Manager. (Essential)
5. Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Road Operations (Essential).
6. Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards. (Essential)
7. Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. (Essential)
8. Has sound knowledge of the following legislations;
  - LTA Act 2007
  - LTA Regulations
  - Public Finance Management Act 2001
  - Public Bodies Performance and Accountability Act 2001
  - Ministry of Works Act 2002
  - Labour and Employment Act
  - Police Act